

CITY OF BURBANK

SENIOR CLERK

DEFINITION

Under direction, to perform a variety of difficult and complex clerical work; and to do related work as required.

ESSENTIAL FUNCTIONS

Responsible for clerical functions requiring discretion and specialized knowledge; prepares material for typing, using independent judgment and initiative; types a variety of materials of considerable complexity, including technical correspondence, forms, reports, numerical and statistical reports from oral direction, rough draft, copy, notes, dictating equipment, or other source; reviews and edits outgoing materials for clarity, correct spelling, punctuation and grammar, proper form, and completeness; composes routine correspondence and reports; sets up and maintains complex filing systems; assists the public with technical questions; explains difficult procedures and interprets regulations; reviews documents for accuracy, including invoices, purchase orders, payroll and personnel materials; schedules invoices for payment within the appropriate discount period; receives money; prepares and issues receipts; makes emergency purchases; maintains inventory of supplies; operates a computer terminal to enter, modify or retrieve data; operate calculator, word processor and other office equipment; may assist Police in booking, searching, and transporting prisoners.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic arithmetic; municipal organizations.
- Ability to - operate a variety of office equipment, including calculator, word processor, and computer terminal; understand and explain a wide variety of technical procedures and policies; organize and maintain record keeping systems; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Two years of recent experience in responsible clerical work and high school graduation or equivalent. Ability to type accurately from clear copy at a speed of 45 net words per minute. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.